

Member Position Description Template

The first step in creating an inclusive national service program is to review your program's current service descriptions. Before you can begin to recruit, you need to be certain about the tasks that need to be accomplished, the environment where the participant will serve and other important details of the position. Use this template to ensure that your position description covers the essentials of your position:

- **Service Position Title:** A specific, descriptive title that gives the participant a sense of identity and helps salaried staff and other volunteers understand the role.
- **Service Location:** The location where the individual will be working. Can this assignment be done at home or must the person be on site? Is there public transportation near the work site?
- **Member Impact:** The purpose of the overall project and/or program and how the volunteer's service will impact the project's outcome, clients, or mission. It is critical to identify expected impact in both direct service and administrative assignments so that volunteers will be aware of the importance of their work.
 - What are the particular contributions of the position toward the accomplishment of the overall objectives of the organization?
- **Immediate Supervisor/Title:** List name, title, and contact information.
- **Service Position Summary:** Briefly describe the responsibilities of the position in a narrative format.
- **Essential Functions of Position:** List all basic duties that must be performed with or without reasonable accommodations.
 - Identify only the tasks essential to the position. Focus on results, not process
 - What three or four activities actually constitute the position? Does the position exist to perform these functions? Is each activity really necessary? For example, to perform essential duties, is it necessary to type, file, answer phones, and take dictation?
 - What is the relationship between each task? Is there a specific sequence that the tasks must follow?
 - Do the tasks necessitate specific physical activities such as sitting, standing, walking, lifting, carrying, etc?
 - How many other people are available to perform an essential function? Can the performance of that function be distributed among any others?
 - How much time is spent in performing each particular function? Are the less-frequently performed tasks as important to success as those done more frequently?
 - Would removing an essential function fundamentally alter the overall purpose of the position?

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- **Marginal Functions of Position:** List additional duties that are preferred, are re-assignable to others, or can be eliminated or otherwise do not change the nature of the position.
- **Principal Working Relationships:** Identify internal and external working relationships required for successful accomplishment of responsibilities.
- **Knowledge, Skills, and Abilities:** Identify the specific areas of knowledge, skills and abilities required to be qualified for the position.
- **Academic and Experience Qualifications:** List minimum qualifications and experience required to be eligible for the position.
- **Commitment Required:** Commitment asked of the volunteer in terms of the minimum length of service, hours per week, and any other special requirements.
- **Training:** Indicate nature and length of all general and position-specific training required for the assignment.
- **Service Conditions:** Identify the conditions under which the position must be accomplished.
 1. "...service is performed primarily outdoors."
 2. "...service involves travel outside the state."
- **Physical, Emotional, and Intellectual Demands:** Identify the degree to which these demands are applied to the requirements of the position.
 1. "...Patience is required because of work with children."
- **Date:** When the description was written or most recently updated.

Note:

- You want to include signature lines for the volunteer manager, site supervisor, and volunteer to make sure that they are in agreement.

Member Position Description Template

Service Position Title:	
Service Location:	
Service Impact:	
Immediate Supervisor/Title:	
Service Position Summary:	
Essential Functions of Position:	
Marginal Functions of Position:	
Principal Working Relationships:	
Knowledge, Skills, and Abilities:	

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Academic and Experience Qualifications:	
Commitment Required:	
Training:	
Service Conditions:	
Physical, Emotional, and Intellectual Demands:	
Date:	

Questions to Ponder:

1) What kind of person am I looking for?

2) What might interest this person in this position?